



Where is this picture? See page 10



Department of Human Resource Management

Worklife Elevated

State of Utah Employee Newsletter

Executive Director's Message
Board of Pardons

1

Executive Director Message

Clark A. Harms, Chairman, Board of Pardons

Holiday Message from the
Governor

2

Utah Board of Pardons and
Parole

3

State of Utah

BOARD OF PARDONS AND PAROLE

Ask Dave, He Knows
Everything

2010 State Employee Survey

4

Daylight Saving Time

Remember to Vote

Prudential Long Term Care
Open Enrollment

5

Certified Public Manager
Program Registration

2010 Leave Year End
Processing

6

Flex\$ Changes Effective
January 1, 2011

Put Yourself in the Drivers'
Seat

7

Utah Tourism Office Releases
2011 Official Utah Scenic
Calendar

8

Governor's WorkWell
Challenge

9

Congrats to State Employees
with 40 or More Years of
Service

Upcoming State Holidays

Utah Leadership Institute

10

On the Front Cover

Mission

The mission of the Board of Pardons and Parole is to further public safety by rendering just decisions regarding the length of incarceration, parole supervision, termination of sentence, and commutation of sentence and pardons.

Vision

To make the State of Utah a safer, better place to live for all its citizens.

Values

To provide optimum protection of the public and safeguard the rights, privileges and interests of victims and offenders; to make consistent, rational and careful decisions, without regard to race, color, religion, gender, political affiliation, or national origin, on the merits of each case, taking into account aggravating and mitigating circumstances; to provide service in the most cost effective, efficient manner; and, to respond to all inquiries in a timely fashion and to work with other agencies to find solutions to problems.

Clark A. Harms was born and raised in Utah. He received a Bachelor of Arts degree in Political Science from the University of Utah in 1986, and his Juris Doctorate from the J. Reuben Clark Law School at Brigham Young University in 1990.

After practicing law in Salt Lake City for five years, Clark joined the Salt Lake County District Attorney's Office in 1995. At the District Attorney's Office, Clark initially prosecuted asset forfeiture, drug, and public employee cases. In 1998, he began working with the Special Investigations Unit and Wasatch Range High Intensity Drug Traffic Area (HIDTA) Task Force, investigating and prosecuting organized crime, gang crime, and drug trafficking organizations. Clark was cross-designated as a Special Assistant United States Attorney in 1998, a capacity in which he served until his appointment to the Board. Following several years with the Wasatch Range Task Force, Clark eventually was made Unit Chief in Special Investigations. He later served as Unit Chief of the Gang Prosecution Unit and the General Felony Unit of the District Attorney's Office. He is a member of the Utah State Bar, the Bar of the United States District Court for the District of Utah, and the Bar of the United States Court of Appeals for the Tenth Circuit.

Clark was nominated to the Utah Board of Pardons and Parole by Governor Jon M. Huntsman, Jr. in May 2006. Clark was appointed Chairman by Governor Gary L. Herbert on August 1, 2010, after serving as Vice-Chairman from May 2007 to August 2010.



December 2010

Dear Colleagues,

Every year, Jeanette and I look forward to the approaching of the holiday season. It is a magical time of year that seems to bring out the best in us all. It is the season when people open up their hearts, their homes, and their hands to serve their friends, neighbors, families, and communities.



Although it continues to be a difficult year across the nation and the State for many people, I am optimistic about Utah's future and I am confident that we are turning the corner toward economic success.

Utahns have long been recognized for their service and their consideration of their fellow men. It is my hope that during this holiday season, and throughout the year, we all remember those individuals and families who may be in need of our love and support.

As Governor and First Lady, we offer our heartfelt gratitude to each and every one of Utah's dedicated employees for your hard work and sacrifice on behalf of Utah's citizens. We understand the valuable role you play in our continued success.

We extend our warmest regards and best wishes to you and your loved ones, and wish you a safe and happy holiday season.

Sincerely,

Governor Gary R. Herbert
First Lady Jeanette Herbert



Utah Board of Pardons and Parole

By Kinsey Lytle, Office Technician

The Board of Pardons and Parole, is an independent state agency that is a part of the Executive Branch, and has full parole, pardon, and commutation authority over all offenders sentenced to correctional facilities within the State of Utah. The Board's primary function is to determine, by a majority vote, when and under what conditions offenders will be released from confinement and whether parole is to be revoked. The Board also has constitutional authority to remit fines, forfeitures, order restitution, commute punishments, and grant pardons. Although administratively related to the Department of Corrections, the Board's decisions are autonomous.

When the Board was first created in 1896, it consisted of the Governor, Justices of the Supreme Court, and the Attorney General. Many changes in the

Board's jurisdiction, policy, and Board members have taken place over the years. This has allowed the Board to evolve and, over time, become what it is today.

Now there are five, full-time Board members that are appointed by the Governor to staggered five-year-terms. The Chairman of the Board also serves as a member of the Governor's cabinet. The current Board members are: Clark Harms, Angela Micklos, Curtis Garner, Jesse Gallegos, and Robert Yeates. Four Pro Tempore Board members are available should the Board require extra assistance. The day-to-day functions of the Board are accomplished by the full-time staff consisting of hearing officers, case analysts, a mental health specialist, a victim coordinator, disclosure specialists, administrative supervisors, and office specialists.

The Board's execution of its mandated duties and responsibilities is vital to the functioning of Utah's criminal justice system in general and specifically to the public safety of Utah's residents. The primary way the Board carries out its mandates is through conducting statutorily required public parole hearings with all relevant case material being provided to the offender in advance of the hearing, to enable fair, equitable, and timely decisions.

Other types of hearings conducted by the Board include: rescission, to determine if a release date will be rescinded; restitution, to determine if any money is owed and amount; parole violation, to review the violation(s) committed while on parole; special attention/parole condition, to review parole conditions or whether an earlier release date will be granted; pardon, and commutation.

Ask Dave, He Knows Everything

By Nannette Johnson, Support Services Coordinator

Everyone has someone in their office who knows the most unusual facts, at the Board of Pardons Dave Franchina is that guy. Dave is in his 44th year in state employment. It is no wonder he is good with so many historical facts. Plus, he still enjoys a good black and white movie, if he can find one to rent.

Dave has been a state employee for over 43 years spending his entire career in varied areas of corrections. In 1967, Dave completed a Master's Degree in Social Work and accepted employment with the Department of Corrections. Soon he was taking on duties to oversee Correctional Industries and serve as Warden of the Women's Facility (where he formed an all female, marching kazoo band).

Dave continued to rise in his career to the Director of Institutional Operations and was eventually asked to fill the job of Deputy Director for the Department of Corrections. He invested himself in the role and took the opportunity to develop friendly competitions for employees to interact in sporting, cerebral, or fun-based events. This is where Dave revealed his capacity for collecting both useful and less-than-useful facts as a champion Trivial Pursuit player.

Dave left the Department of Corrections bringing not only his diverse trivial knowledge, but also his extensive career knowledge to the Board of Pardons. As a hearing officer at the Board of Pardons, Dave reviews offender files before conducting hearings with offenders and makes recommendations to the members of the Board for incarceration decisions.

Dave brings varied knowledge to the process that is only possible through the long and focused career he maintains. With each case Dave considers, he brings all aspects of himself to the process from his early social worker years to his role as warden and director of prisons. Dave often speaks fondly of walking the block and talking to inmates.

While never forgetting the importance of decisions and the impact on lives, Dave finds time to encourage co-workers to have fun. At the Board, he introduced the ugly T-shirt contest, movie trivia challenges, and other simple competitions that boost morale and help remind everyone working in demanding endeavors that we need to enjoy ourselves. Dave also continues to dominate any challenge in a game of the traditional form of Trivial Pursuit.



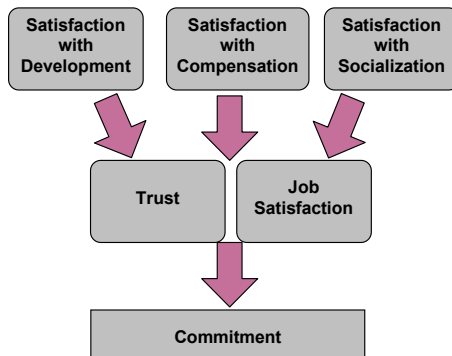
2010 State Employee Survey

By Conroy Whipple, HR Admin Director

An interesting picture of the state workforce is beginning to appear from the recently completed 2010 State Employee Survey. Over 4800 completed surveys were received providing a rich store of data that will require several months to complete an in-depth analysis. However, as the analysis proceeds, a few interesting preliminary findings are beginning to emerge.

From previous surveys DHRM has learned that several key factors strongly contribute to employee commitment. Briefly, employees are more committed when they experience job satisfaction and when they trust the organization. Further, these two elements (job satisfaction and trust) are more likely to be present when employees are satisfied with three

Factors That Affect Employee Commitment
2007 Survey Findings



other issues: their professional development, their compensation, and their socialization. This year's survey confirms these relationships as illustrated by the model. A further in-depth analysis of this information will be invaluable to DHRM and the state with workforce planning initiatives.

DHRM will soon be posting some

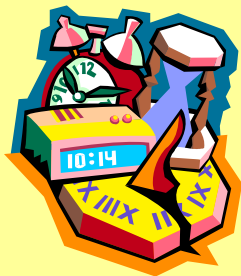
summary results on the Employee Gateway. Additionally, DHRM will be meeting with agency leadership to provide more detailed results.

One additional objective of this year's survey was to follow up on employee feelings of the 4-10's work schedule. Preliminary results indicate continued strong support for the schedule comparable or better than what was found in the 4-10's pilot project. On two key questions, over 80% of those surveyed indicated that they preferred this schedule, or at least were neutral about it. More importantly 83.5% felt that their productivity has not been hindered or has actually improved.

As the analysis progresses, DHRM will make the results available to employees through "Worklife Elevated" and post them on the Employee Gateway.

Remember to set your clocks back on Sunday, November 7 for Daylight Saving Time.

Daylight Saving Time was instituted in the United States during World War I in order to save energy for war production by taking advantage of the later hours of daylight between April and October. During World War II the federal government again required the states to observe the time change. Between the wars and after World War II, states and communities chose whether or not to observe Daylight Saving Time. In 1966, Congress passed the Uniform Time Act, which standardized the length of Daylight Saving Time.



VOTE ON NOVEMBER 2, 2010
Polls will be open from 7am-8pm

In Utah, it's now required by law: A valid picture ID when you vote

For more information on this years election, please visit
www.elections.utah.gov.

Remember
your vote
matters!





Prudential Long Term Care Open Enrollment

By Barbara Smith, HR Consultant

Open enrollment for Long Term Care Insurance will run until November 10 with an effective date of December 1, 2010. During this time, only employees signing up will be guaranteed purchase with no underwriting.

You may have heard about long-term care (LTC) insurance as a part of a financial planning and asset protection tool that can help you and your family in times of need. This benefit fills the gap of custodial care by paying for home health care, adult day care, assisted living, and nursing facility costs should you lose your ability to conduct daily activities or suffer a severe cognitive impairment. This benefit can be extended to qualified family members (such

as a spouse, parent or grandparent). These enrollees will need to provide evidence of good health satisfactory to Prudential.

Salt Lake City, Salt Lake County and DHRM are working together to provide presentations for employees to attend so they can learn about the benefits of Long Term Care. The locations for presentations and additional information are listed on the Employee Gateway under the Benefits Tab. Open enrollment material was mailed out to employees in October.

To enroll or learn more about the program, please log on to www.prudential.com/gltcweb/pehp, or call Prudential at 1 800-732-0416. Information can also be found on the Employee Gateway.

CERTIFIED PUBLIC MANAGER PROGRAM REGISTRATION

By Sherry Saracino, HR Consultant

Did you know that the Utah Certified Public Manager Program®:

- is the state's principal management training program
- has been offered in Utah since 1987
- has educated more than 1,200 graduates
- costs just \$8 an hour for nationally accredited leadership training

Utah was recently rated as the BEST managed state in the nation by The Pew Center on the States, and their recently released handbook on best management development practices across the nation features the Utah Certified Public Manager Program.

The Utah Certified Public Manager Program® (UCPM) increases the capacity of its participants to effectively lead people, manage work processes and develop self mastery. Students of the program enhance personal leadership skills while participating in hands on learning directly related to public sector management proficiencies.

Registration for Winter Quarter 2011 will be available online in November. A full schedule of classes is offered in Salt Lake City starting the beginning of January. Classes are 8 hours in length, 1 day each week throughout the term of either 10 or 12 weeks. Program learning outcomes and competencies, policies, instructor schedules, and other information can be found online at www.cpm.utah.gov. **Please register early as class sizes are limited.** Visit DHRM's event registration site at <https://hrenture.dhrm.utah.gov> for class dates, times, and to register.

If you began your CPM training prior to 2009, please read through the 2009 CPM Program Changes document on the CPM web site at www.cpm.utah.gov. The curriculum changes may affect your completion requirements. This document provides explanation of the changes, implementation plan, and elective credits information.

Notice to State of Utah Employees: Enrollment is open to individuals receiving authorization from supervisors and may be contingent upon department policies and funding.



2010 Leave Year End Processing

By Crisanta Gwilliam, State Payroll Trainer

State Payroll will process the 2010 leave year end annual 'use or lose' and sick leave conversion programs as soon as the final payroll processing run for pay period 26 is complete.

Annual 'Use or Lose'

Employees have until January 07, 2011 (the end of pay period 26) to use annual leave over 320 hours before it is lost. The annual accrual for pay period 26 must also be used, or it will be removed.

FLSA Exempt Anniversary Comp Delete Period

FLSA exempt employees with a comp delete period of 26 have until January 7, 2011 (the end of pay period 26) to use their comp time. Please be aware that any comp earned during pay period 01 will be deleted since the hours are not removed until pay period 01 processing. Department payroll staff shall only restore the comp time hours that were earned in pay period 01, using an effective date of 01/22/2011 or later.

The Sick Leave Conversion process is automatic unless you 'Opt Out'

This year, 40 hours is the maximum amount of sick leave an employee is eligible to convert. Sick leave balances as of January 07, 2011 (the end of pay period 26) are used for the sick conversion. **All employees that are eligible to convert sick leave will be included in the sick conversion process UNLESS they notify their department's payroll representative of their intent to opt out, no later than January 07, 2011.**

Once leave year end processing has occurred, employees that did not 'opt out' have until February 28, 2011 to notify their department payroll representative that they would like all, or a portion of, the hours that were converted returned to their sick leave account.

The maximum hours of converted sick leave an employee may accrue in Program I and Program II combined is 320. Once an employee reaches the converted sick leave maximum, any additional hours are added to the annual leave account balance. Employees have the option of keeping all, or a portion of the converted hours, or having the hours returned to their sick leave account. The deadline for notifying your agency payroll representative to move hours back into sick leave is February 28, 2011.

FLEX\$ Changes Effective January 1, 2011

By Barbara Smith, HR Consultant

Beginning January 1, 2011, over-the-counter medicines will no longer be eligible for reimbursement from a Flex plan, HSA, or HRA without a prescription from the doctor for purchases, as required by federal law. All over-the-counter medications must be obtained on or before December 31, 2010, to be eligible for reimbursement.

This does not affect first aid supplies, vision care, or medicines that require a prescription!

The 2010 FLEX\$ plan ends June 30, 2011, with a grace period for expenditures of September 15, 2011. The deadline for claims to be submitted is September 30, 2011.

Visit www.pehp.org for eligibility and more details, or contact PEHP at 801 366-7503 or 1 800 753-7703. Limitations apply.





Put Yourself in the Drivers' Seat

Consumer-Driven Health Plans



Is a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) right for you? Consider these advantages:

No premium » You pay no monthly premium for the Advantage or Summit HDHP.

Tax-free savings » Your employer contributes \$45 per paycheck for single (\$1,170 annually) and \$90 per paycheck for double and family (\$2,340 annually) to an H.S.A. account. All contributions made by either you or your employer go in tax-free, grow tax-free, and are used tax-free for eligible expenses.

Like a flex account, but better » An HSA has all the tax advantages of a flex plan and no “use-it-or-lose-it” provision.

Protection » The HDHP's out-of-pocket maximum protects you against unexpected medical expenses and catastrophic claims.

Same network » HDHPs have the same network of doctors and hospitals as traditional plans.

Same group discount » HDHPs have the same medical contracted rate as traditional plans.

Investment options » An HSA is an interest-bearing account, just like any savings account. Once your balance reaches a certain amount, you will have the option to invest in a variety of leading funds.

Eligible expense » Your HSA may be used tax-free for eligible expenses including medical, dental, vision, prescriptions, and other expenses prescribed by a doctor.

Portability » If you change jobs, change medical coverage, or move, your HSA stays with you.

For More Information

www.pehp.org

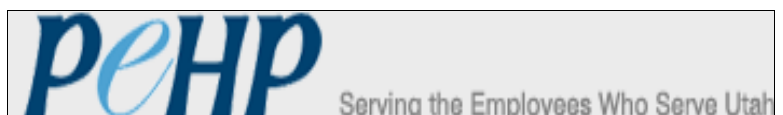
Log in to [myPEHP](#), Document/Form Center»

- HDHP and HSA plan eligibility
- HDHP plan design
- HDHP video <http://www1.pehp.org/Default.aspx>

www.healthequity.com/stateofutah

Health Equity is the State HSA vendor

» HSA qualified expenses » FAQs »
Investments



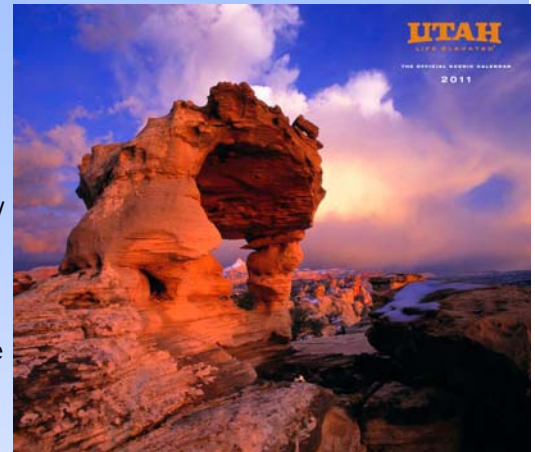


Utah Tourism Office Releases 2011 Official Utah Scenic Calendar

By Clayton Scrivner

Salt Lake City - The Utah Office of Tourism has released its 2011 Utah 'Life Elevated®' Official Scenic Calendar. Now in its 39th year, the annual award-winning publication highlights many of Utah's iconic destinations, outdoor activities, and events through its stunning photography and award-winning graphic design. The calendar also features a greeting by Governor Gary R. Herbert.

A photo of an arch on the Frying Pan Trail in Capitol Reef National Park, taken by accomplished Utah photographer Willie Holdman, was selected as the cover image. Many other Utah destinations are featured throughout the calendar including all five national parks, as well as Utah's state parks, ski resorts, national forests, monuments, and recreation areas.



"The calendar promotes our world-class destinations, outdoor activities, and annual events to visitors, and it makes a great marketing tool for our business recruitment efforts," said Spencer Eccles, executive director of the Governor's Office of Economic Development (GOED).



"Efficiencies in staff and technology have allowed us to reduce the cost this year, which is great news for those looking for value in a quality gift for clients, family, and friends," said Leigh von der Esch, managing director of the Utah Office of Tourism, an agency of GOED.

Scott Hardy, who has worked on the state's scenic calendars for the past 25 years, once again designed this year's calendar. Twenty-thousand copies were printed by Rastar in West Valley City.

The Utah Scenic Calendar is recognized regularly for design and photography. The 2010 edition was honored with eight Gold Awards in the National and World Calendar Awards competition, hosted by the Calendar Marketing Association.

The Utah Office of Tourism accepts wholesale or bulk orders of 50+ calendars at \$8 each. Individual orders of 49 or fewer may be purchased through the Zion Natural History Association (ZNHA) bookstore located at Council Hall, 300 N. State St., Salt Lake City, Utah, 84114. Individual calendars are \$10 each, plus tax and shipping. An order form can be found online at <http://travel.utah.gov>. If you have questions, please call (801) 538-1900.





Governor's WorkWell Challenge Holiday Shopping on a Budget

Holiday shopping can be a stressful experience. But you can avoid some of that stress by being a smart shopper and creating a plan. Here are some basics that can keep you out of trouble:

- Before you buy anything, sit down and determine the amount you want to spend. Then work up a budget for everything you will need to buy to complete your holiday shopping. Don't forget to add in the cost of stocking stuffers, wrapping paper, shipping, etc.
- Before you head out the door or log on to make your purchases, educate yourself about what's out there and who has the best prices. Doing this has never been easier. You can go online and compare retail prices, look for shipping deals and coupons, and gift ideas if you're stumped. You can also peruse newspapers for sale inserts and deals. Then decide if you're better off making your purchase online or in the brick-and-mortar arena.
- Make a list, and then follow it. Don't change the amount you want to spend or what you want to buy when you are shopping.
- If you are going to make online purchases, make sure you know what the deal is. Do you have to purchase a certain dollar amount to get free shipping? Is free shipping available, and if not, how much will it add to your purchase? Also remember to check out shipping deadlines.
- Don't use your credit card, if you can avoid it. You'll be happier if you avoid running up debt. However, if you make online purchases, it's safer to use a credit card than your debit card. If you do use your credit card, don't purchase beyond your immediate ability to pay off what you purchase.
- Think gift cards. Gift cards are a great way of staying within your budget. Just make sure you understand their terms. Some have expiration dates; others deduct percentages after periods of time that the card is not used.

Your holidays can be healthier and happier by applying some of these basic tips to your shopping experience. For more great hints on how to reduce your stress and stay healthy during the holidays, sign up for Healthy Utah's Maintain Don't Gain health challenge. Register in your myHealthyUtah account before November 22nd to participate.

Congratulations to our State Employees with 40 or more years of Service.

Thank you for your dedication
to the State of Utah



Mohammed Basha	Dept of Transportation
Lynda Belnap	School and Institutional Trust Lands
Leila Billingsley	Dept of Public Safety
Alice Edman	Dept of Workforce Services
Robert Gardiner	Dept of Transportation
Robert Goodwin	Dept of Workforce Services
Allen Higgs	Dept of Technology
Gary Howarth	Dept of Human Services
Arthur Hudachko	Dept of Public Safety
Florence Johnson	Governor's Office
Richard Jones	Dept of Transportation
Donald Morgan	Dept of Corrections
Richard Newman	Dept of Technology Services
John Oman	Dept of Health
Donna Riley	Dept of Health
Michael Sabey	Dept of Transportation
Barbara Shields	Dept of Human Services
Marcia Soper	Dept of Administrative Services
Donald Uchida	Board of Education
Warren White Jr.	School and Institutional Trust Lands
Alfred Young Jr	Dept of Human Services

UPCOMING STATE HOLIDAYS

Veteran's Day	Thursday, November 11, 2010
Thanksgiving Day	Thursday, November 25, 2010
Christmas Day (Observed)	Friday, December 24, 2010
New Year's Day (Observed)	Friday, December 31, 2010





UTAH LEADERSHIP INSTITUTE

The **Utah Leadership Institute** provides leadership development services to Utah's public sector leaders and organizations. For the current training opportunities, visit [HREventure](#) from the Training tab on the [Employee Gateway](#).

Getting Results: Writing Performance Objectives with UPM

November 17, 2010

Coaching for Performance: Utilizing UPM to Coach Effectively

November 18, 2010



We'd love to hear from you. Please submit feedback, suggestions, or ideas for future articles to:

HRNewsletter@utah.gov

DHRM is adding value to the State of Utah by:

- Increasing Customer Service
- Increasing Efficiency
- Increased Management Capacity

Department of Human Resource Management

Administrative Office
2120 State Office Building
Salt Lake City, UT 84114
Phone: 801-538-3025
Fax: 801-538-3081

Worklife Elevated

Editor in Chief: Jeff Herring

Production Editors:

Debbie Cragun
Sarah Tice
Sherry Saracino
Michelle Watts
Gary Schow
Cathy Lewis
Dan Chase

Worklife Elevated is published bi-monthly

On the Front Cover: Christmas Village illuminates Ogden's downtown area with magnificent displays and holiday lights every year from the Saturday after Thanksgiving through January 1. Spectators find themselves in a dazzling winter wonderland set aglow with Christmas lights and a unique setting of cottages modeled after Santa's village at the North Pole.

Since its beginning in 1962, Christmas Village has grown to a mammoth and extraordinary seasonal attraction. Each year thousands of tourists and citizens come to view the Christmas lights and cottages, drawing visitors from great distances as well as local families who have made visiting Christmas Village part of their Christmas tradition.

Electric Light Parade and Opening Ceremony
Ogden's holiday season begins the Saturday after Thanksgiving with the Electric Light Parade that fills Washington Blvd from 22nd Street to 26th Street. The parade is full of elaborate floats, sensational themes, and fantastic performers.

Santa always plans his arrival in Ogden for this day. He comes in on the last float of the parade and when he reaches Municipal Gardens, he flips the magic switch to turn on the lights and illuminate all of Christmas Village. Parade floats are on display along 25th Street through the night, live entertainment is featured in the amphitheater, and the opening ceremony wraps up with a spectacular fireworks show. It's the official kickoff to a month-long celebration of all the magic Christmas brings.

For more information please visit http://www.ogdencity.com/en/about_ogden/special_events/christmas_village.aspx

